

ATTACHMENT E

Secretary of State's Council on Library Development

Meeting Minutes

Kirkpatrick State Information Center
Roy Blunt Conference Room
Jefferson City, MO

November 5, 2004

Members present: Busch, Baker, Coleman, Darst, Fuchs, Hogerty, Morrow, Polk, Rickerson, Shaw, Sundermeyer

Staff present: Parker, Steinman, Reading, Callison, Albers, Harris, Kudrna, Masterson, Smith, Karr, Dentner

Absent: Bentley, Black, Burson, Jetton, Nordwald, Skaggs, Stoll, Sullivan, Wilke

Guests present: Paul White - Mid-Continent Public Library
Tracy Byerly - Missouri Library Network Corporation
Margaret Booker - Missouri Library Association
Jeanne Sullivan – MOREnet

Busch called the meeting to order at 10:00 a.m.

Council Members and guests were introduced.

Introduction of new staff members to the Council

Richard Smith, director of Wolfner Library for the Blind and Physically Handicapped, introduced two new staff members: Alan Karr, general office assistant and Elizabeth Lang, special services librarian.

Barbara Reading, director of Library Development, introduced four new staff members: Marge Kudrna, literacy consultant; Debbie Schertzer, senior office support assistant-keyboarding; David Masterson, general office assistant; Anne Steele, general office assistant.

Announcements

Parker presented Busch with the signed copy of House Bill 1347 and pen, which placed the Secretary's Council on Library Development and the State Documents Program into statute.

Council discussion – follow up to the previous meeting on public libraries and their associations

Rickerson said the presentations from the groups were very impressive. There is a general concern for making funding and resources as accessible as possible to these libraries. It is clear any resources they receive will be well used.

Parker said the per capita state aid provides funding for the large libraries, equalization funds provide for the poorer county libraries, and the Athletes and Entertainers Tax (A&E) formula rewarded small municipal libraries. Once A&E funding was no longer available, the small municipal libraries received less proportional funding. Supplemental funding needs to be found to replace A&E if it's not available in the future.

Fuchs asked if a list could be maintained of libraries in dire need of funds. Parker said a list could be made of libraries with budgets below \$50,000. Fuchs said this would be something the Council should see.

Long Range Planning:

- **Missouri Library Network Corporation (MLNC) – Tracy Byerly, Executive Director**

A brochure describing MLNC was distributed to the Council. MLNC is a private nonprofit organization based in St. Louis. MLNC is associated with the Online Computer Library Center (OCLC).

OCLC is a cooperative based in Dublin, Ohio and is known as a bibliographic utility. The WorldCat database contains over 54 million records, and is the largest in the world. MLNC is the regional service provider for OCLC. They provide billing, training, and the support for OCLC services.

The MLNC long-range planning meeting was held in September. A revised version of strategic focus is currently being reviewed by the executive board and will require a vote of approval.

A key area of focus will be fostering library development, which includes the following programs:

- Show-Me the World project
- Working with school libraries-a new venture for MLNC

- Helping libraries facilitate change – a changed environment for libraries
 - Pleasing users – send information directly to user
 - Repurposing staff – train staff to take on other areas of work in the library
 - Budget cuts – emerging from a coping mode into a management mode
 - Rebuilding of institutional memory – transfer of knowledge needs to take place
- Digitization leadership in the state
 - Project managers for Virtually Missouri
 - Site redesign
 - More outreach – digitization opportunities and grants available to historical societies and libraries
 - It is one of the top models for this type of project

Busch said succession planning should be a key point. She asked what is the role of MLNC and the State Library in bringing qualified persons into the field to replace those who will be retiring in the next ten years. Library schools are not producing qualified leaders to assume the key leadership positions, and leadership is the absolute key.

- **MOBIUS – George Rickerson, Executive Director**

The MOBIUS Council adopted the strategic focus format for their long-range planning. The MOBIUS long-range-planning committee met at the end of September for a more intensive process of reviewing strategic focal points.

Information sources were a major point of discussion. The environmental scan document published by OCLC is an important part of this topic. The issues are clear defined. The information contained in this report is pertinent to all libraries.

Guiding principles are:

- Increased and improved services to MOBIUS users
- Seamless access to information
- New initiatives based on clear priorities and subject to cost/benefit analysis
- Fine tune existing services
- Coordinating corporate partnerships
- Defining and managing membership growth
- Expand MOBIUS membership
- Leveraging technologies to improve services and reduce duplication of efforts

- Develop funding support – passage of Amendment 3 will cause major problems for funding in the state
- Develop a user centered catalog

E-rate information – Nathaniel Albers, Consultant and Sara Parker, State Librarian

Albers said the FCC registration numbers needed to be completed by November 1, and has been accomplished. The funding for e-rate is slowly being released.

Parker said at the time of the Telecommunications Act of 1996, it was agreed the Universal Service Fund would be expand to cover telecommunication discounts for schools and libraries. This has been very successful. MOREnet collects approximately one million dollars in e-rate discounts for public libraries. For school libraries, the amount is approximately five to six million. The intent was to allow public libraries and schools to afford expanded telecommunications.

Albers said the main problem with the funding has not yet been resolved, but some schools and public libraries have begun to receive funds. Things seem to be moving in positive direction. Parker said this was brought to the Council's attention because the extent to which the crisis might escalate is unknown and could have serious effects on public libraries.

Parker said when Senator Chuck Gross spoke at the Missouri Library Association meeting, he referred to the Missouri Telecommunications Act, which was passed during same period as the federal act. It addresses the Missouri Universal Service Fund, but does not make education an eligible use of the fund. Should the act be opened by the legislature, including an educational component could be considered. A number of states have educational purposes in their state laws.

2005 Legislative Session – Paul White, Director of Mid-Continent Public Library and Sara Parker, State Librarian

White said the legislative agenda for the Missouri Library Association is as follows:

- Work toward the restoration of the Out of State Athletes and Entertainers' Tax (A&E)
- Appropriations for libraries
- Property tax legislation
- TIFF tax abatement
- Legislation that would affect public library districts
- Hancock Amendment monitoring
- Monitoring bills related to filtering

White said the Missouri Library Association Legislative Day would be February 1, 2005.

In 2005, 74% of state senators will have 2 years or less experience in the Senate. In 2002, 73 new representatives were elected, and in 2004, 15 new representatives were elected. 44.8% of the Missouri House will have two years or less experience. Education on the status of libraries will need to be a priority.

The Missouri Library Association has posted the legislative committee's activities and calendar on the MLA Web site. The Web address is www.MLA.org. The calendar contains suggestions on what should be done and when regarding legislative activities.

Parker gave a break down of the Republican leadership:

- House of Representatives
 - Rod Jetton, Speaker of the House
 - Carl Beardon, Speaker Pro-Tem
 - Tom Dempsey, Majority Floor Leader
 - Jack Goodman, Assistant Majority Floor Leader
 - Brian Nieves, Majority Whip
 - Bob Dixon, Caucus Chairman
 - Marilyn Ruestman, Caucus Secretary
- Senate
 - Peter Kinder, Lieutenant Governor
 - Mike Gibbons, President Pro-Tem
 - Charlie Shields, Majority Leader
 - Gary Nodler, Assistant Floor Leader
 - Jon Dolan, Caucus Chair

Last year Senator Shields submitted a placeholder bill that would have removed the sunset on legislation for the A&E funds. Toward the end of the session, it became apparent the money was being targeted to stadiums in Kansas City. Kansas City leaders worked on the bill to put in language that would have benefited the stadiums first before any of the cultural partners would receive money.

There are five cultural partners. They are arts, humanities, public broadcasting, historic preservation, and libraries.

Library Services and Technology Act (LSTA) funds for FY05 and state fiscal year FY06 – Barbara Reading, Director of Library Development and Kay Callison, LSTA Grant Coordinator

Callison said the appropriation for FY05 would be mainly disbursed in the state fiscal year of FY06. The purposes for the money are technology and information access and for targeted library services for special clientele. The programs identified each year are assigned to carry out the goals identified in Missouri's Five Year Plan for use of LSTA funds which is filed with the Institute of Museum and Library Services.

The appropriation is divided into three parts:

- Appropriations made by the legislature for services provided by the State Library and the Wolfner Library for the Blind and Physically Handicapped
- Statewide projects to serve all libraries in Missouri
- Individual grants to libraries

The budget is based on the estimated LSTA grant award for Missouri – \$3,272,040. The breakdown of the disbursement of funds is included in Attachment A of the meeting packet.

Reading said the application to the Gates Library Foundation for the “Staying Connected” grant has been approved in the amount of \$429,000. A portion of this has been allocated for upgrade of equipment, targeted to those libraries who are least able to fund this type of project themselves. There will need to be some local match made by the libraries.

Rickerson moved to submit the LSTA grant proposal to the Secretary of State for approval. Shaw and Coleman seconded. Motion carried.

National Book Festival and state activities of the Center for the Book – Holly Dentner, Senior Consultant

Dentner gave a brief report on the National Book Festival held in Washington, D.C. on October 9, 2004. This event first began in 2001. The attendance this year was an estimated 85,000. Most of the funding for this event is from the Institute of Museum and Library Services (IMLS) and private funding sources. Gabe Shapiro and Wicky Sleight also attended the festival to assist in Missouri’s booth in the Pavilion of States.

In the Missouri booth, there were seven different types of bookmarks which contained information about various authors from Missouri. There were four different literacy bookmarks. Various other books and brochures about literacy and reading were also handed out to visitors.

The annual Celebration of the Book is scheduled for November 20 at the St. Louis Public Library – Schaflly Branch. There will be seven Missouri authors in attendance.

State Publications Access Program – Linda Harris, Director of Reference Services

Harris gave a brief update on the progress of the program.

The new law designates the following:

- Responsibility of the Secretary of State to establish a trusted, secure repository for electronic publications
- Number of copies of tangible publications removed from statute
 - Rule will require five tangible copies with distribution: two to State Archives, two to State Historical Society, and one to the Library of Congress
- Additional definitions in the new statute
- Creation of administrative rules
- Ensures electronic access to state publications in participating libraries for public use
- Ensures the organization and classification of publications

Secretary Blunt sent a letter requesting agency directors to appoint a designee to represent the agency or department in this program. There has been 100% compliance. A letter will be sent to the designees to describe the content of the program, the number of tangible copies required, instructions for submitting electronic publications (including electronic formats which can be accepted).

The Missouri State Library will enter the documents into the electronic repository. The OCLC Digital Archive is selected. Effective on November 1, 2004, the reference services staff will begin batch loading electronic publications previously harvested. The points of access to the collection will be FirstSearch, MOBIUS, and the State Publications section of the reference services Web site.

The State Library will also organize and classify state publications. The publications will be cataloged into OCLC using OCLC Connexion. The records will be downloaded into our cluster catalog, Arthur, and uploaded into MOBIUS. There will be a monthly publication similar to the Missouri State Government publications. This will be published on the Web only. There will be an alert process to let participating libraries know the publication is available.

An agreement will be sent to the participating libraries. Letters will be sent to the current depository libraries inviting them to become participating libraries in the new program. Participating libraries under statute will be required to ensure electronic access to state publications for citizens; maintain collection of older publications which are not available in electronic format; and provide training for other libraries in the use of electronic publications.

The Administrative Rules which are being proposed are:

- Minimum hours open
- Minimum staffing to provide reference assistance in use of electronic publications
- Attend at a minimum one training session per year, provided by the State Library in the use of electronic state publications
- Provide training for other staff in participating libraries as follow-up to annual State Library training
- Minimum of number of training sessions for other libraries

The goal is to give as many points of access and permanent locations as possible for the electronic documents.

New public library statistics program – Michaela Hansen, Library Administration Consultant

Reading gave a brief background of the collection process of the statistical data. This has progressed from collecting paper forms and having staff do the data input into a homemade database, to an online access database for the libraries to enter their own information. This year the process has been outsourced to Biblostat Collect. This software is being used by 34 states to collect statistical data.

The previous year's data was entered into the system, enabling libraries to compare last year's data with the information they are entering for this year. Libraries are able to note any substantial changes and to verify any information that might appear strange from the previous year's submission. There have been six training sessions for the libraries on how to use the new software.

Hansen gave a short PowerPoint presentation of the new online statistical report form. The response from the libraries has been very positive. Fifty-eight libraries have submitted their statistical survey at this time. Fifty-two libraries will be submitting their survey next week. Approximately thirty libraries will still submit their survey in paper form.

State Librarian Report – Sara Parker, State Librarian

Parker distributed to the Council a copy of the platform for libraries presented by the Secretary of State-Elect Robin Carnahan.

Parker said a public library tax levy of thirty-seven cents failed in Clinton County. Even though it was defeated there was a showing of strong library support in the county.

There are two meetings on the National Endowment for the Arts "Reading at Risk" study. One was in Kansas City last night. The other will be in St. Louis on Saturday, November 6, 2004.

Approval of Minutes from the September 10, 2004 Council Meeting

Rickerson moved to accept the minutes as presented. Coleman seconded. Motion carried.

Council appointments and re-appointments

Parker said the Council serves staggered three year terms. Four years ago there were a number of vacancies on the Council. Secretary of State Bekki Cook held those positions open for the incoming Secretary of State Matt Blunt to make appointments to the Council. There are ten positions expiring this year. These are first term positions. Traditionally the Council offers first term positions a reappointment for a second term.

Parker said she would ask Secretary of State Blunt if he would like to make the appointments or if he would like to have Secretary of State-Elect Carnahan make the appointments once she takes office in January.

Dates for the 2005 Council Meetings

March 4, 2005
June 10, 2005
September 9, 2005
December 9, 2005

Parker said one meeting might be scheduled somewhere else in the state.

Busch adjourned the meeting at 2:45 p.m.